

**WYMONDHAM TOWN COUNCIL**


SUMMONS TO ATTEND - NOTICE IS HEREBY GIVEN  
OF A FINANCE & GENERAL PURPOSES COMMITTEE MEETING  
to be held on **TUESDAY 19<sup>th</sup> February 2019**

IN THE COUNCIL OFFICES commencing at **7.00 pm**

**A G E N D A**

1. Apologies for absence
2. To receive Declarations of Interest **A**
3. To confirm the minutes of the Finance & General purposes committee meeting held on 18<sup>th</sup> December 2018. **B**
4. To receive an update about progress of items arising from the last meeting of the committee meeting held on 18<sup>th</sup> December 2018/ previous meetings.
5. Public Participation – members of the public may make representations, ask or answer questions and give evidence in respect of the business on the agenda below. In accordance with standing order 3 (f) this item is limited to 15 minutes.
6. Internal Auditor – Larking Gowen – to note interim letter. **C**
7. Review of Council charges/fees. **D**
8. Verbal report on internal Draft interim financial position as at 31<sup>st</sup> December 2018.

Council Offices  
14 Middleton Street  
Wymondham  
NR18 0AD

  
T B Gurney  
Town Clerk  
12th February 2019

***Committee Members***

<b>Cllr. Mooney</b>	<b>Cllr. Flatt</b>	<b>Cllr. Hurn</b>
<b>Cllr. Savage</b>	<b>Cllr. J Hornby</b>	

## DECLARATIONS OF INTEREST AT MEETINGS

When declaring an interest at a meeting Members are asked to indicate whether their interest in the matter is pecuniary, or if the matter relates to, or affects a pecuniary interest they have, or if it is another type of interest. Members are required to identify the nature of the interest and the agenda item to which it relates. In the case of other interests, the member may speak and vote. If it is a pecuniary interest, the member must withdraw from the meeting when it is discussed. If it affects or relates to a pecuniary interest the member has, they have the right to make representations to the meeting as a member of the public but must then withdraw from the meeting. Members are also requested when appropriate to make any declarations under the Code of Practice on Planning and Judicial matters.

Have you declared the interest in the register of interests as a pecuniary interest? If Yes, you will need to withdraw from the room when it is discussed.

Does the interest directly:

1. affect yours, or your spouse / partner's financial position?
2. relate to the determining of any approval, consent, licence, permission or registration in relation to you or your spouse / partner?
3. Relate to a contract you, or your spouse / partner have with the Council
4. Affect land you or your spouse / partner own
5. Affect a company that you or your partner own, or have a shareholding in

If the answer is "yes" to any of the above, it is likely to be pecuniary.

Please refer to the guidance given on declaring pecuniary interests in the register of interest forms. If you have a pecuniary interest; you will need to inform the meeting and then withdraw from the room when it is discussed. If it has not been previously declared, you will also need to notify the Monitoring Officer within 28 days.

Does the interest indirectly affect or relate any pecuniary interest you have already declared, or an interest you have identified at 1-5 above?

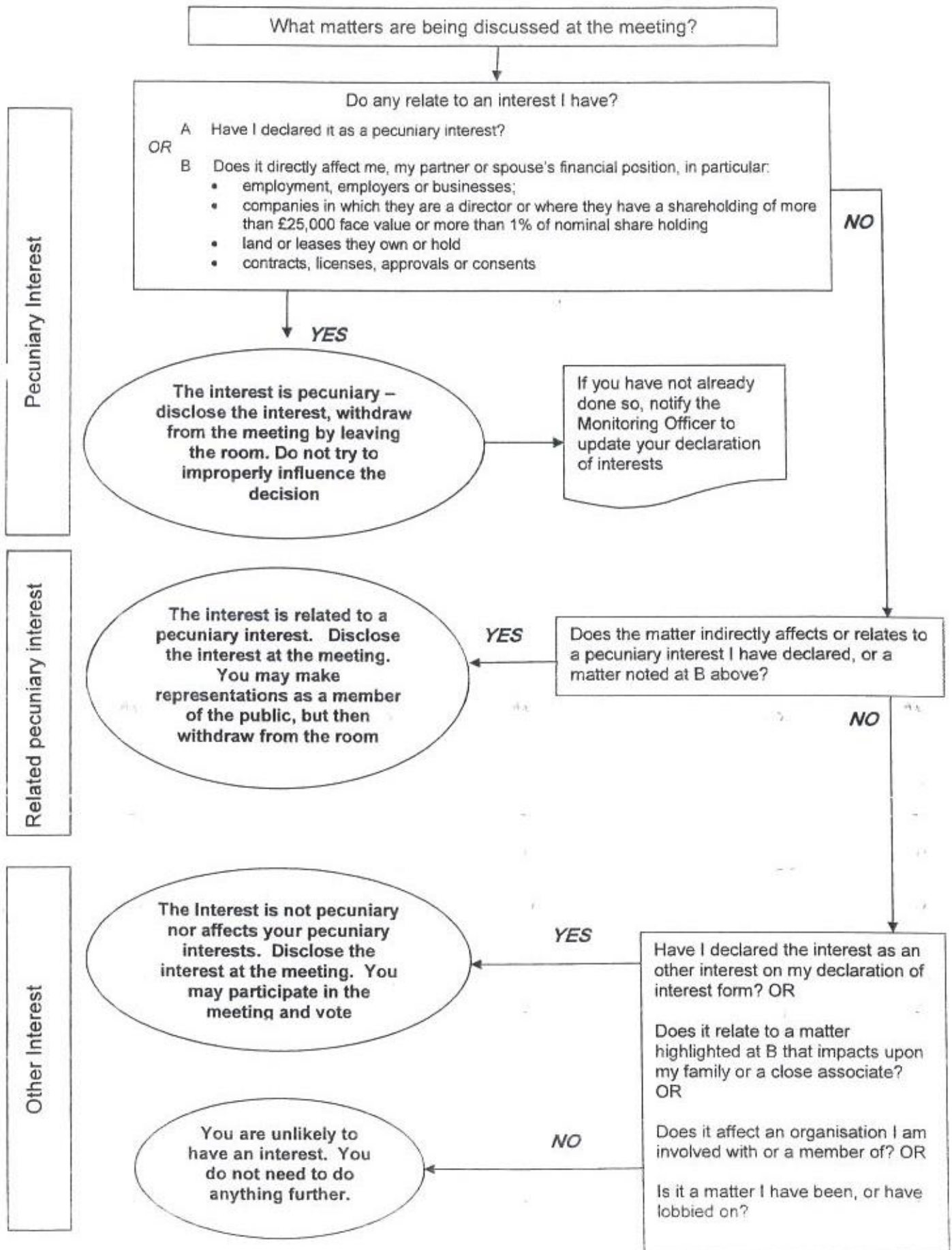
If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

Is the interest not related to any of the above? If so, it is likely to be an other interest. You will need to declare the interest, but may participate in discussion and voting on the item.

Have you made any statements or undertaken any actions that would indicate that you have a closed mind on a matter under discussion? If so, you may be predetermined on the issue; you will need to inform the meeting, and when it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

**FOR GUIDANCE REFER TO THE FLOWCHART OVERLEAF.  
PLEASE REFER ANY QUERIES TO THE MONITORING OFFICER IN THE FIRST INSTANCE**

## DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF



**WYMONDHAM TOWN COUNCIL**

MINUTES OF A MEETING OF THE FINANCE & GENERAL  
PURPOSES COMMITTEE held on Tuesday 18th December 2018  
in the Council Chamber commencing at 7.00 pm

Present:

Cllrs J Mooney  
I Flatt  
K Hurn  
R Savage  
J Hornby (Chairman)

Also Present

Cllr. Longhurst.  
0 Member (s) of the public

F45/18	<u>APOLOGIES FOR ABSENCE</u> – None
F46/18	<u>DECLARATIONS OF INTEREST</u> – None.
F47/18	<u>MINUTES OF MEETING</u> On the proposition of Cllr. Savage and seconded by Cllr. Hurn it was unanimously resolved to approve the minutes of the Finance & General Purposes Committee meeting held on 16th October 2018 as a correct record.
F48/18	<u>PROGRESS UPDATES</u> <ul style="list-style-type: none"> <li>F43/18 Grant Application. Clerk confirmed offer had been made to Wymondham Archery Club following which there had been no further contact.</li> </ul>
F49/18	<u>PUBLIC PARTICIPATION</u> None
F50/18	<u>EXCLUSION PRESS &amp; PUBLIC</u> On the proposition of Cllr. Savage and seconded by Cllr Hurn resolution by the Council under the provisions of Section 1 of the Public Bodies (Admissions to meetings) Act 1960 to exclude Press and the Public from the meeting of Wymondham Town Council in order to discuss matters where publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted
F51/18	<u>2019/20 DRAFT FINANCE &amp; GENERAL PURPOSES COMMITTEE BUDGET</u> Cllr. Hornby outlined the budget that had been prepared for the 2019/20 financial year. After discussion upon the resolution of Cllr. Flatt and seconded by Cllr. Mooney it was unanimously resolved to recommend a budget of £314,122
F52/18	<u>2019/20 DRAFT COUNCIL BUDGET</u> Cllr. Hornby outlined the proposed full budget for the 2019/20 year being an amalgamation of the budgets recommended by the Leisure & Environment Committee (£178,443) and the Finance & General Purposes Committee (£314,122). Clerk then gave an explanation as to how the budget is constructed and advised that the transitional grant from South Norfolk Council had finished. With increasing costs it was considered prudent to

recommend an overall increase of 4%.

After further discussion upon the proposition of Cllr. Savage and seconded by Cllr. Hurn it was resolved to recommend a precept of £492,565 resulting in a Band D charge increase of £3.20 pa from £80.20 to £83.40 pa. It should also be noted that following agreement with South Norfolk Council 180 street lights will be transferred to the Town Council and the current special charge (Band D £5.00) will be transferred onto the precept resulting in a total charge of £88.40 for a Band D property.

*[The meeting closed at 19.14 pm]*

DATED this ..... day of .....2018

SIGNED ..... (Chairman)

DRAFT

Our Ref: 04/IG/NC/MQW/130020

Your Ref:

23 January 2019

**LarkingGowen.**

Chartered Accountants

King Street House  
15 Upper King Street  
Norwich NR1 1RBT 01603 624181  
F 01603 667800E [julie.grimmer@larking-gowen.co.uk](mailto:julie.grimmer@larking-gowen.co.uk)**Strictly Private and Confidential – addressee only**Mr T Gurney  
Town Clerk  
Wymondham Town Council  
14 Middleton Street  
Wymondham  
Norfolk  
NR18 0AD

Dear Mr Gurney

**Wymondham Town Council  
Internal Audit  
Interim Visit for 2018/19**

Further to our visit on 12 December 2018, I confirm that the procedures undertaken did not identify any instances of non-compliance for the period reviewed. However, as you are aware, not all procedures were carried out as some are restricted to the year end and these will be performed once the accounts for the year have been prepared.

We will update and conclude our testing during our year end visit in May 2019.

With kind regards

Yours sincerely



Julie Grimmer  
Partner  
For and on behalf of Larking Gowen LLP

Wymondham Town Council		Present Fee	VAT	Total	Effective From	Agreed from
Service						01/04/2019 exc VAT
Cemetery	Burials					
	Purchase of Interment plot	Resident	£160.00	£0.00	£160.00	01/04/2018
		Non Resident	£640.00	£0.00	£640.00	01/04/2018
	Purchase of Ashes plot	Resident	£93.00	£0.00	£93.00	01/04/2018
		Non Resident	£372.00	£0.00	£372.00	01/04/2018
	Interment -Ashes	Resident	£93.00	£0.00	£93.00	01/04/2018
		Non Resident	£372.00	£0.00	£372.00	01/04/2018
	Interment	Resident	£160.00	£0.00	£160.00	01/04/2018
		Non Resident	£640.00	£0.00	£640.00	01/04/2018
	Memorials stone	Resident	£115.00	£0.00	£115.00	01/04/2018
		Non Resident	£460.00	£0.00	£460.00	01/04/2018
		Additional Inscription	£55.00	£0.00	£55.00	01/04/2018
		Non Resident	£220.00	£0.00	£220.00	01/04/2018
Middleton Street	Room	Hire	per 3 hrs £31.50	£6.30	per 3 hrs £37.80	01/04/2018
Monthly						
Market Place	Farmers Market	Stall	£17.50	£0.00	£17.50	01/04/2016
		Stall with Electricity	£18.50	£0.00	£18.50	01/04/2016
Market Place	Friday Market	up to 20ft frontage	£10.00	0.00	£10.00	01/07/2018
		up to 20ft + Electricity	£13.00	0.00	£13.00	01/07/2018
		Over 20ft Frontage	£20.00	0.00	£20.00	01/07/2018
		Over 20ft + Electricity	£26.00	0.00	£26.00	01/07/2018
Quarterly						
About Wymondham	Adverts	1/4 Page	£38.33	£7.67	£46.00	01/04/2018
		1/4 Page	£76.67	£15.33	£92.00	01/04/2018
Annually						
Chapel Lane	Allotments	Full (42)	£54.00	£0.00	£54.00	01/04/2018
		Half (75)	£27.00	£0.00	£27.00	01/04/2018
	Document signature		£20.83	£4.17	£25.00	01/04/2015